SYSTEM USER MANUAL

NAMIBIA TRAINING AUTHORITY

LEVSYS USER MANUAL

Print Date: 2015-3-24

LevSys Installation

Before you install your LevSys system please ensure the following:

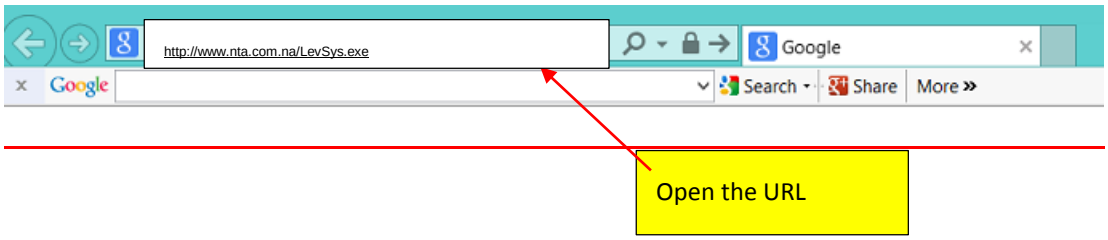
1. LevSys is an offline software programme that is compatible with any Microsoft Windows operating system.
2. Ensure that you have not yet installed the solution on the PC/Laptop you are currently using. If LevSys is already installed then you need to close this procedure and go to the update procedure. Failure will result you re-installing a clean installation deleting all your work done before.
3. The following dedicated URL will allow you to download the full first time installation file:
4. All steps below needs to be followed in sequence

http://www.nta.com.na/LevSys.exe

Steps for installing your LevSys system.

Step 1. Make sure you have internet connection.

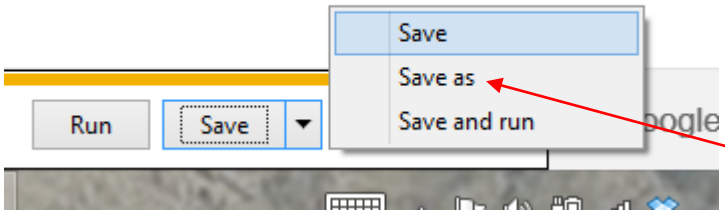
Step 2. Open your internet browser and copy and paste the URL above as follows:



Step 3. Save the update file onto your computer.

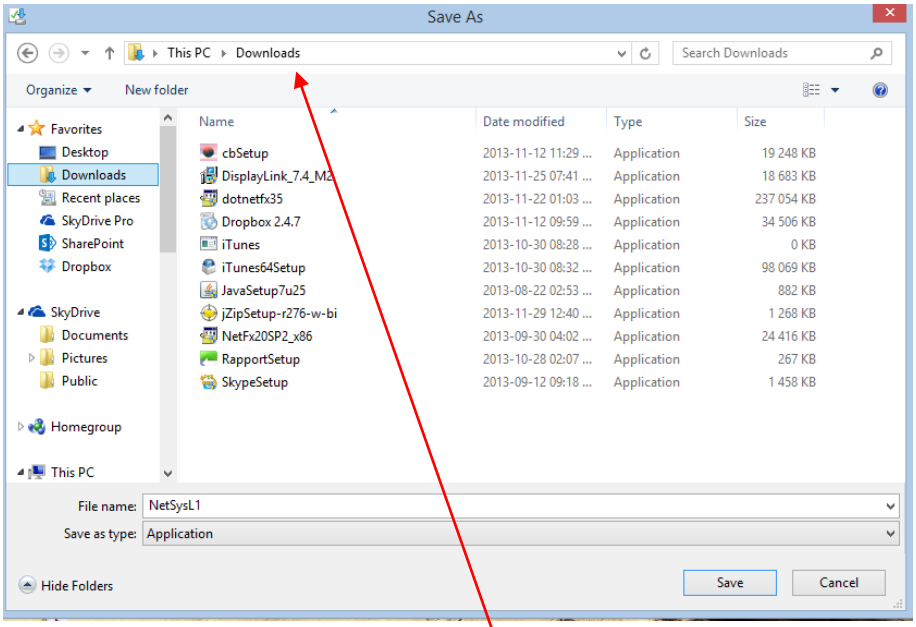
You should get the following request once you go to the URL.

If you have this type of pop up then first click on the drop down to specify where you would like to save the update file. Older versions of windows explorer only have a "Run" or "Save" function. In that case select the "Save" button. This should also allow you to choose where you would like to save the file to.



Here you should select the "Save as" function to allow the file to be downloaded into a specific directory.

Why? Well it will make finding my update file so much easier if I know where I have downloaded it to.

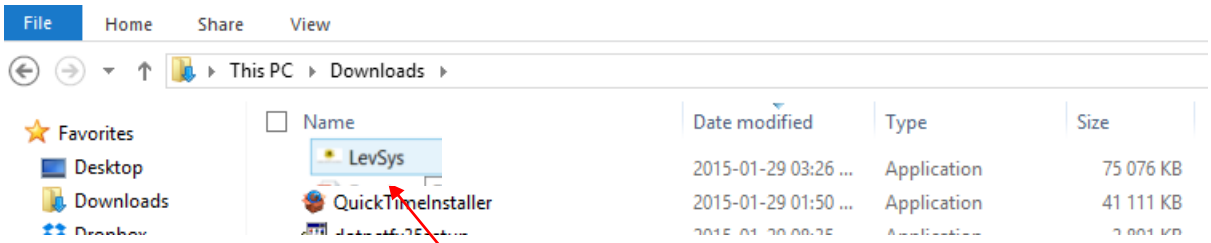


To make it easy for me I will download the update file on a folder I have created on my computer called "Downloads."

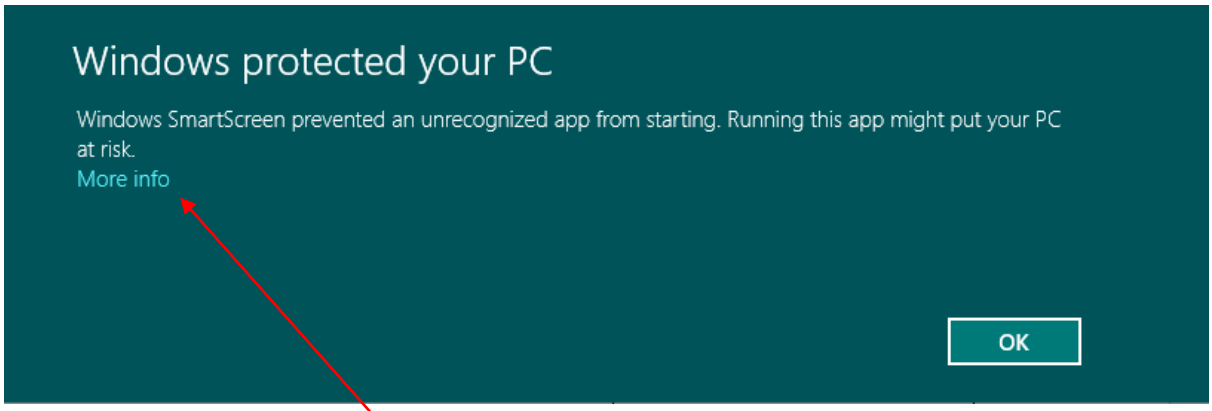
This is where I will go to run the update file from.

Step 4. Open and run the LevSys update.

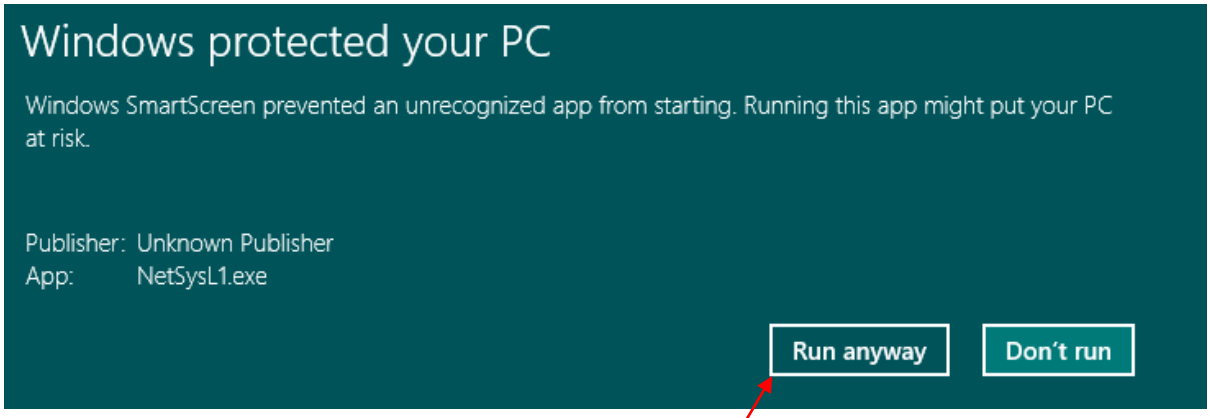
Open the directory where you have downloaded the file into.



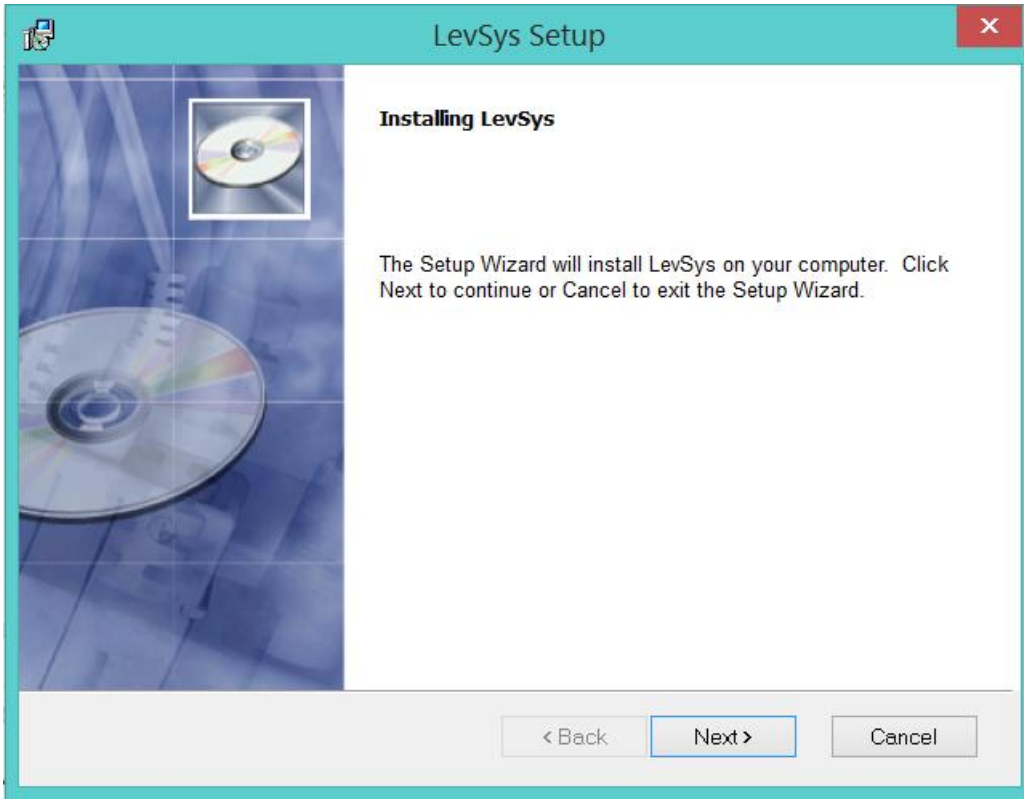
Find the downloaded file and double click on it to open the file.


Windows protected your PC
Windows SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk.
More info
OK

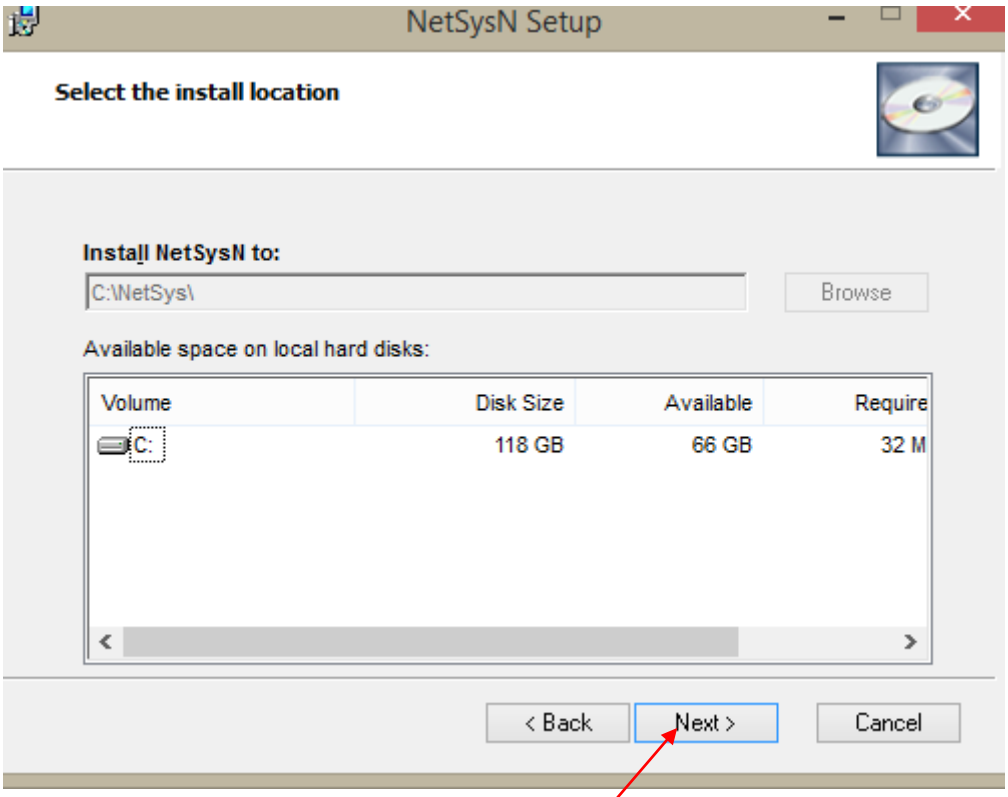
If you get a warning like this select “More info” (This notification will pop up if you are running Windows 8)


Windows protected your PC
Windows SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk.
Publisher: Unknown Publisher
App: NetSysL1.exe
Run anyway
Don't run

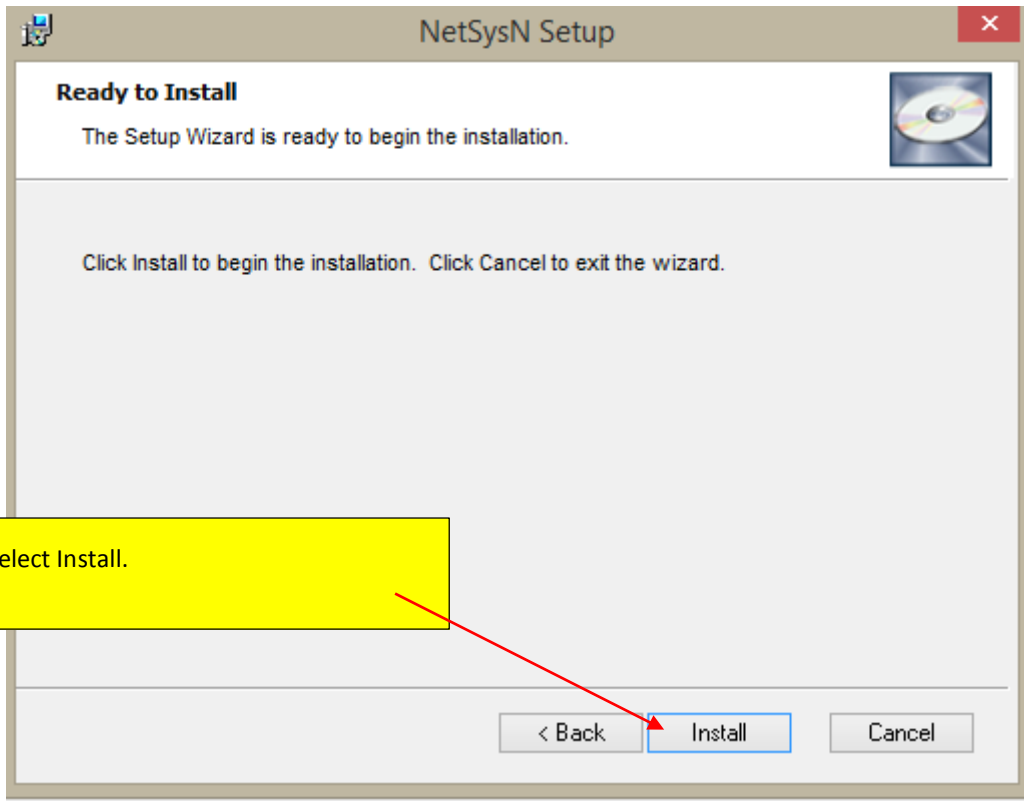
Select "Run anyway"


LevSys Setup
Installing LevSys
The Setup Wizard will install LevSys on your computer. Click Next to continue or Cancel to exit the Setup Wizard.
< Back
Next >
Cancel

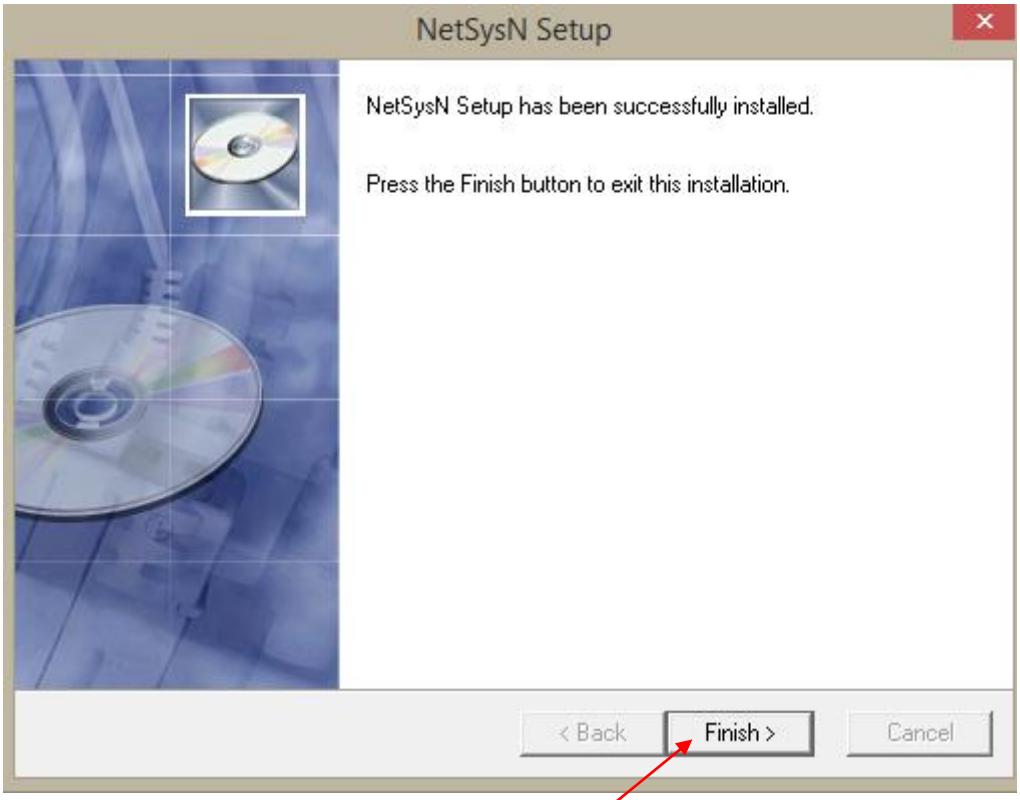
On this screen select next.



On this screen select next. Do not make any changes to the default installation folder.


NetSysN Setup
Ready to Install
The Setup Wizard is ready to begin the installation.
Click Install to begin the installation. Click Cancel to exit the wizard.
< Back
Install
Cancel

On this screen select Install.


NetSysN Setup
NetSysN Setup has been successfully installed.
Press the Finish button to exit this installation.
< Back
Finish >
Cancel

Installed successfully.

Your system is now installed

LevSys User Manual

NOTE

Before proceeding to log into the solution, NTA would have sent you an e-mail with a file named "LevSys Activation" attached. This file must be copied into the folder "C:/LevSys/NTFData" on your local computer.

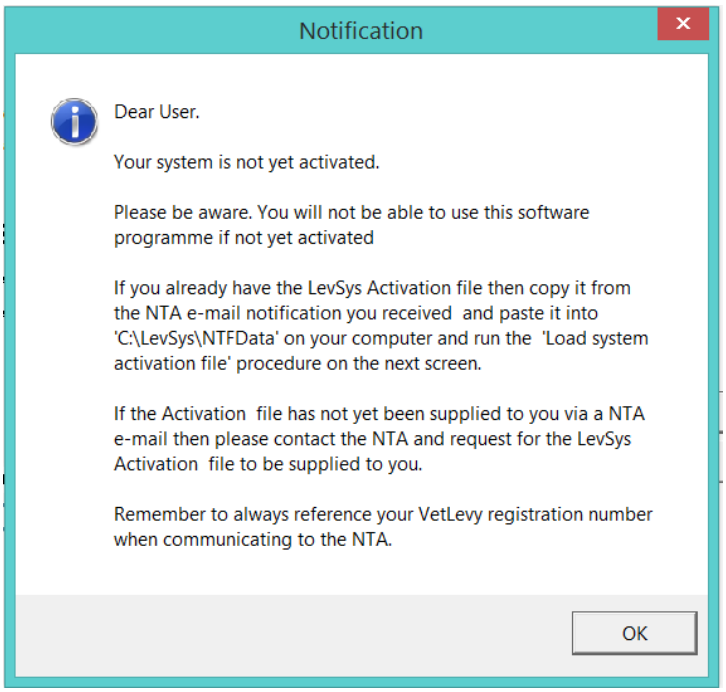
First-Time Login

To log into the solution for the first time, the default settings are-

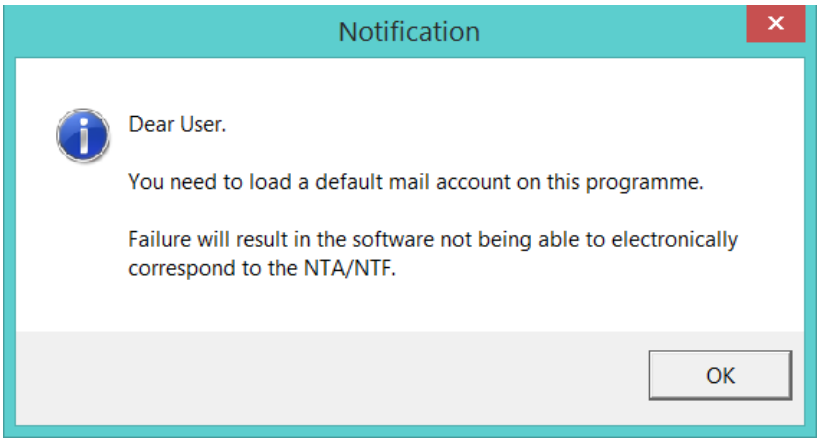
Username : admin

Password : admin

After clicking on the "Log In" button, the user will receive the following notification on the screen-


Notification
Dear User.
Your system is not yet activated.
Please be aware. You will not be able to use this software programme if not yet activated
If you already have the LevSys Activation file then copy it from the NTA e-mail notification you received and paste it into 'C:\LevSys\NTFData' on your computer and run the 'Load system activation file' procedure on the next screen.
If the Activation file has not yet been supplied to you via a NTA e-mail then please contact the NTA and request for the LevSys Activation file to be supplied to you.
Remember to always reference your VetLevy registration number when communicating to the NTA.
OK

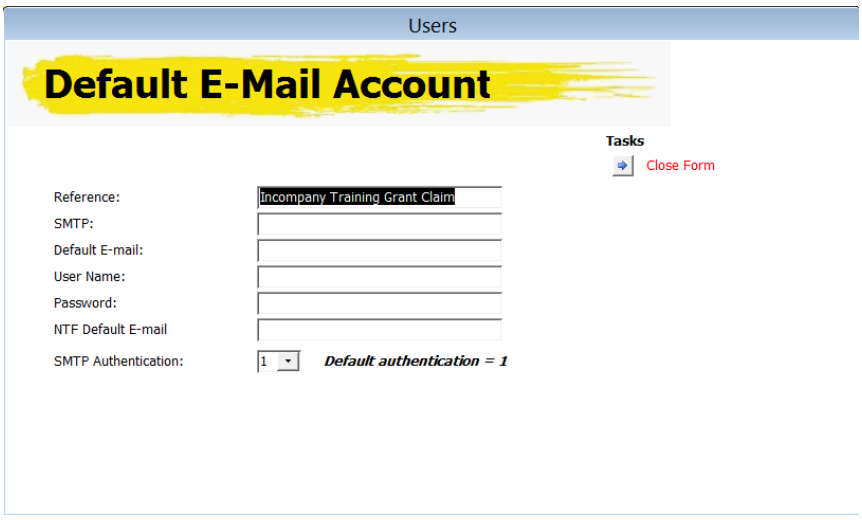
You will also be notified to set up your default e-mail account on the system –


Notification
Dear User.
You need to load a default mail account on this programme.
Failure will result in the software not being able to electronically correspond to the NTA/NTF.
OK

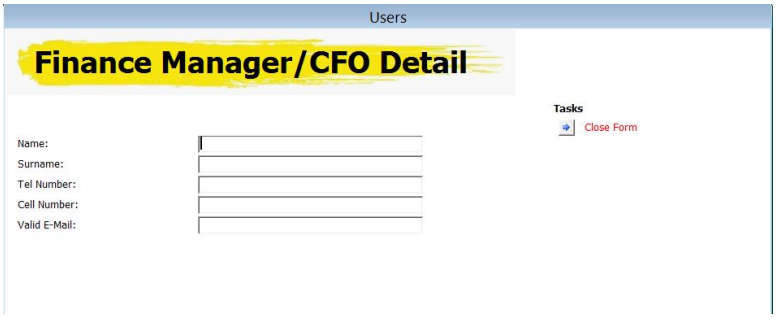
You will, automatically, be directed to the Main Menu-

The first step that must be completed is to run the "Load System Activation File". This file populates all the data you have already entered when first registering on the LCDRS with the NTA.

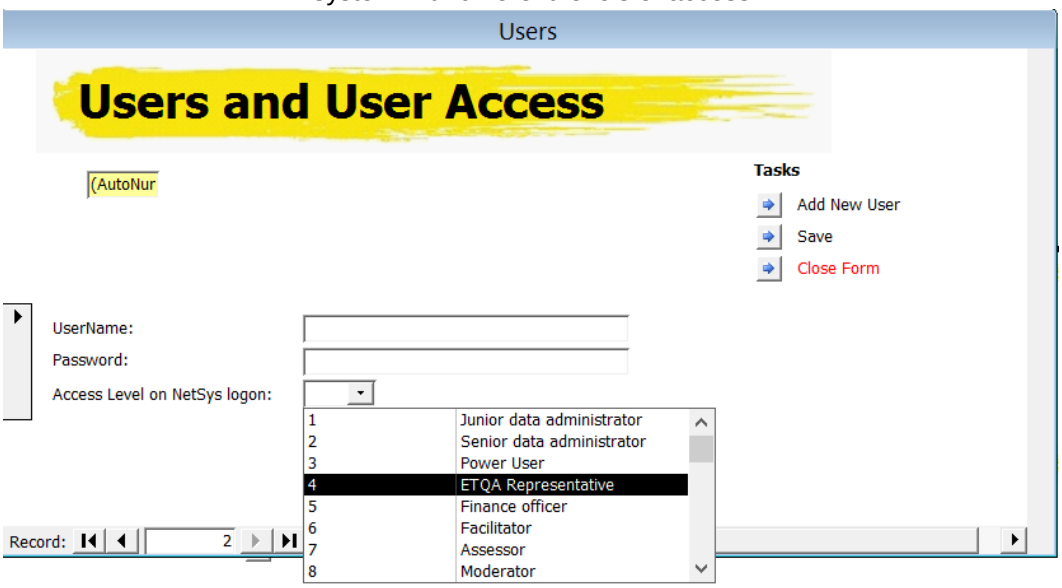
The second step is to set up the default e-mail account that will be used by the system to communicate between yourself and NTA.



Finally, the Finance Manager/Chief Financial Officers' contact details must be captured into the system as this will enable the system to send out financially-related communiques to the responsible person.



It is imperative that the above three steps be completed whilst the “User Access Rights” can be attended to if required. This function enables the employer to allow a variety of users to access the system with different levels of access



It should not be necessary to have to Load the System Activation file in the future, but the remaining functions may have to be edited from time-to-time.

NTA Provided Information

The information provided will enable the employer to select

Levy Management

Employer Detail

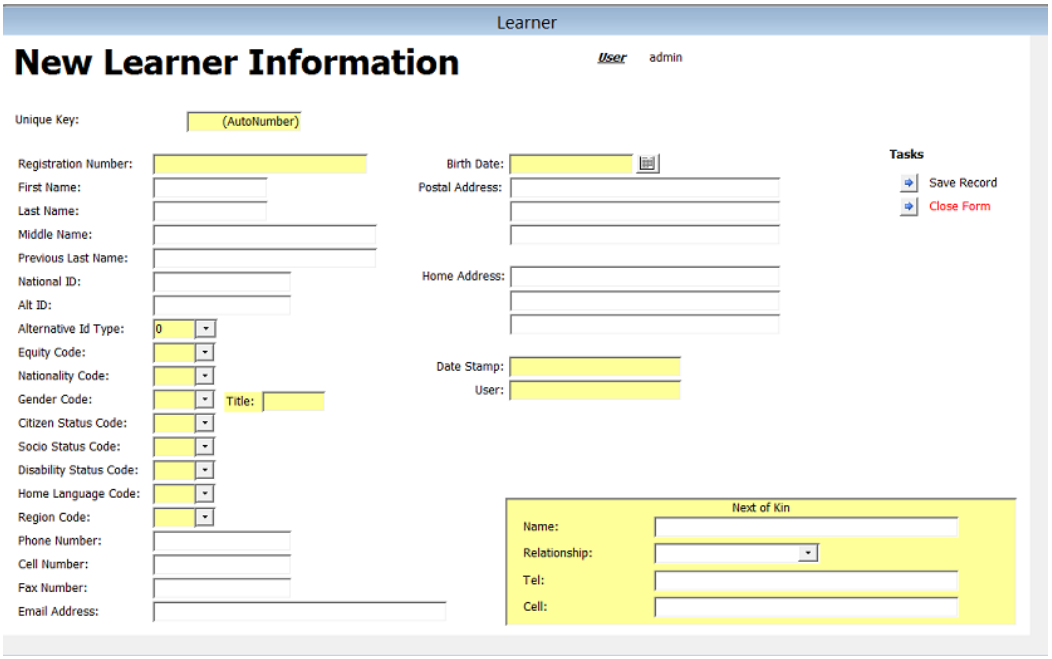
You are encouraged to open this page to view and note any amendments and/or missing information and to, subsequently correct and add such information on the LCDRS solution.

Claims Management

Staff Details

Please note that this section is not compulsory for the current year, but will become compulsory from next year onwards. However, should you wish to include this information, it would be appreciated.

At this stage the information would have to be manually captured, but plans are afoot to facilitate the import of the information from your payroll system.



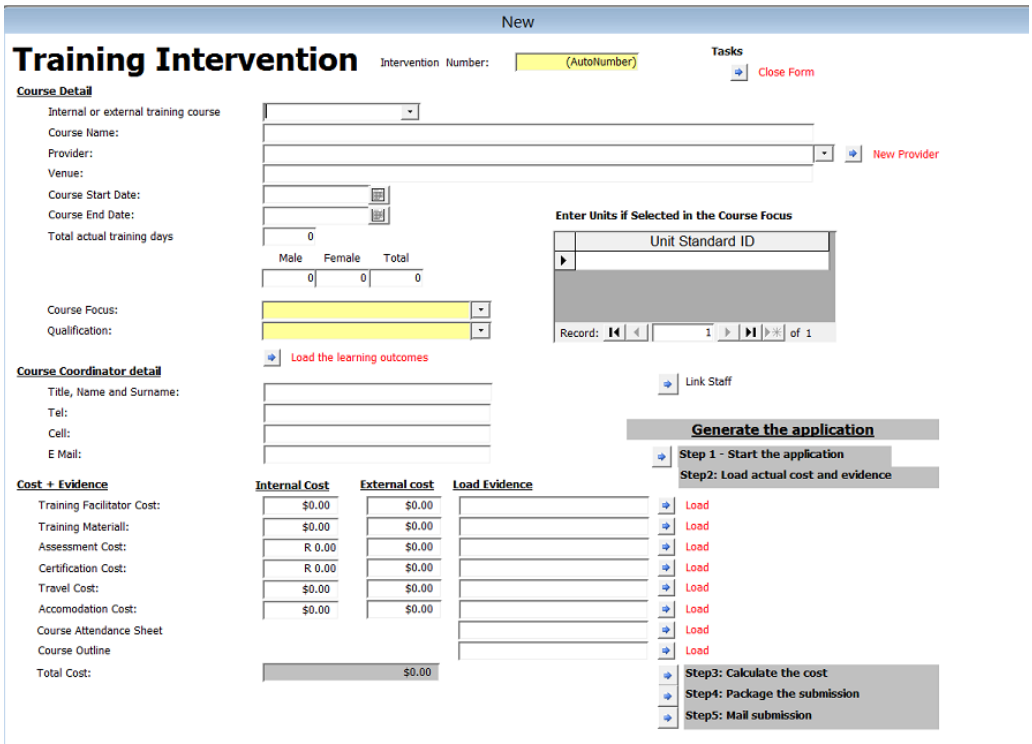
One must note that all field highlighted on the form are compulsory fields requiring completion

Record Training

Each training intervention will be claimed for separately irrespective of the number of persons attending each intervention. It is not intended that the employer must claim for each individual employee that may have attended a training intervention.

To capture a new intervention, one must navigate from the Main Menu (Record Training) to the Manage Training page and select the “Add New Training Intervention” button.

This will open the form below-



To complete the information, the following should be noted-

Internal or external training course – Please select from the drop-down options

Course name – Please enter the title of the training intervention

Provider – Please select the training provider from the drop-down options. In the event that the training provider is not included in the drop-down *or* the training intervention is conducted in-house, please capture the training provider *or* your company name in the space provided.

Venue – Please indicate the actual, physical location where the training took place.

Course Start Date – Please use the calendar alongside to indicate the start date.

Course End Date - Please use the calendar alongside to indicate the end date.

Total Actual Training Days - A course duration may be more than the actual days the learner/student attends training sessions, hence the reason for this data to be entered manually as opposed to the system calculating the number of days from the star and end dates.

Number of Learners/Students – Please indicate the total number of males, females as well as the aggregate of the two in the space provided that attended the training intervention.

Course Focus – Please select the applicable option for this training intervention from the drop-down options provided. If your selection is-

- *Qualification only – Please select the Qualification from the drop-down list provided in the space provided below;*
- *Unit Standard only – Please select the Unit Standard from the drop-down list provided in the table alongside;*
- *Qualification and Unit Standard – Please select the Qualification from the drop-down list provided in the space provided below as well as the Unit Standard from the drop-down list provided in the table alongside;*
- *Non-Accredited and non-related but focus on VET – Don not select a Qualification nor a Unit Standard. Please select the "Load the Learning Outcomes" button and capture the actual learning outcomes in the form that the system presents for completion.*

Course Coordinator Detail – Please enter the requisite information

Link Staff – This is not required for this year. However, this will be a requirement from next year onwards. In the event that you have captured your staff details, you will be able to link the individual staff that attended to this training intervention;

Generate the Application –

- Step 1 - Please click on the button alongside "Step 1". You will note that the system appears to remain as it is – this is normal and you should continue with the completion of the form-
  - Please enter the actual figures spent, taking care to distinguish between internal and external expenses (e.g. paying an external provider for services as opposed to paying for an employee to travel to the venue to attend training). Do not enter the totals as this will calculated later (see below);
  - Evidence in the form of scanned invoices and/or claims/documents must be loaded alongside each cost claimed. In the event that the documentary evidence for any individual expense claim is too cumbersome, a summary may be submitted. However, the original documentation must be retained in the event that NTF requests that such evidence be submitted;
  - *Course Attendance Sheet* – The attendance register for each day/session must be scanned and loaded for submission;
  - *Course Outline* – Please scan and load the course outline (e.g. pamphlet from the training provider).

- Step 3 – Please click on the button alongside and the financial costs will be totalled.
- Step 4 – Please click on the button alongside. This function collects all the information you have captured for this (and only this) training intervention together with the documentation you have loaded and places it in a single .zip-file ready for sending to NTF.
- Step 5 – As soon as you click on the button alongside, your claim for this training intervention will be e-mailed to the relevant person at NTF.

Congratulations! You have just completed the submission of your first training claim!

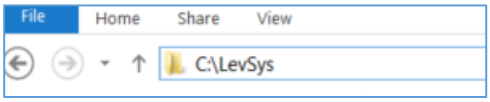
Having completed the submission of the intervention, you can now enter the information for the next training intervention following the same steps as above until you have submitted all the training intervention you have funded over the last year.

Managing Multiple Employers on the self-same computer/laptop using one LevSys System

Before you start you need to prepare LevSys for this function.

When managing more than one company on LevSys the following must be done.

1. Install NetSys if not yet installed.
2. Make sure the LevSys system is closed. And not yet used at all up until the preparation process is complete.
3. **DO NOT** load the activation key yet. This will be done later when you are ready to proceed with the actual claims.
4. On your computer, go to where NetSys is installed.

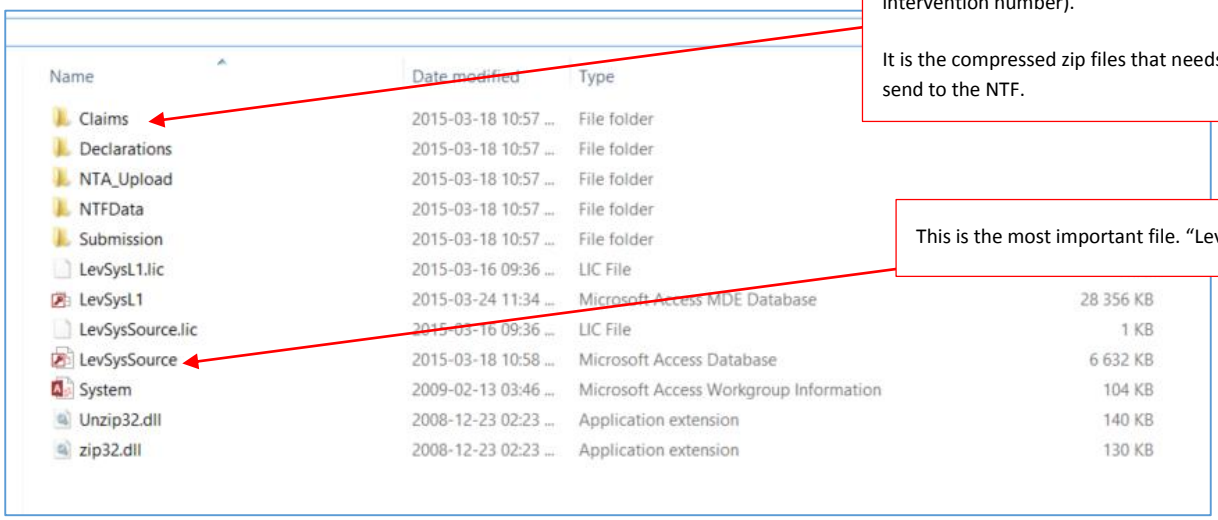


5. Become familiar with the various files in this directory.

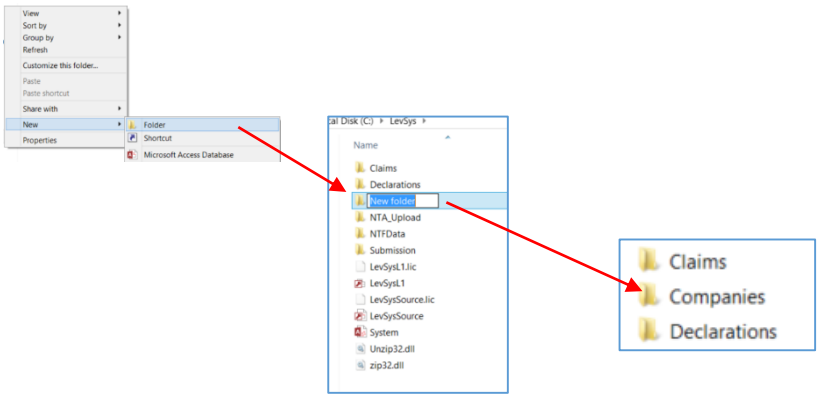
All submissions will be placed in this directory when done. Here you will find all the created application files for all the different employers in separate compressed zip files. Take cognisance of the VETLEVY number of each company you are working with linked to a number (Training intervention number).

It is the compressed zip files that needs to be send to the NTF.

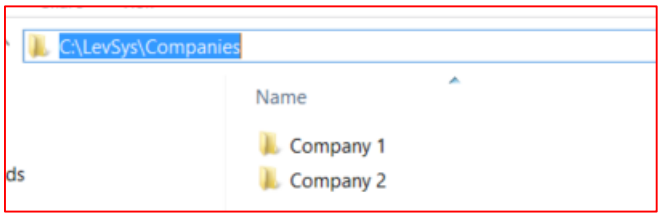
This is the most important file. “LevSysSource”


Name
Date modified
Type
Claims 2015-03-18 10:57 ... File folder
Declarations 2015-03-18 10:57 ... File folder
NTA_Upload 2015-03-18 10:57 ... File folder
NTFData 2015-03-18 10:57 ... File folder
Submission 2015-03-18 10:57 ... File folder
LevSysL1.lic 2015-03-16 09:36 ... LIC File
LevSysL1 2015-03-24 11:34 ... Microsoft Access MDE Database 28 356 KB
LevSysSource.lic 2015-03-16 09:36 ... LIC File 1 KB
LevSysSource 2015-03-18 10:58 ... Microsoft Access Database 6 632 KB
System 2009-02-13 03:46 ... Microsoft Access Workgroup Information 104 KB
Unzip32.dll 2008-12-23 02:23 ... Application extension 140 KB
zip32.dll 2008-12-23 02:23 ... Application extension 130 KB

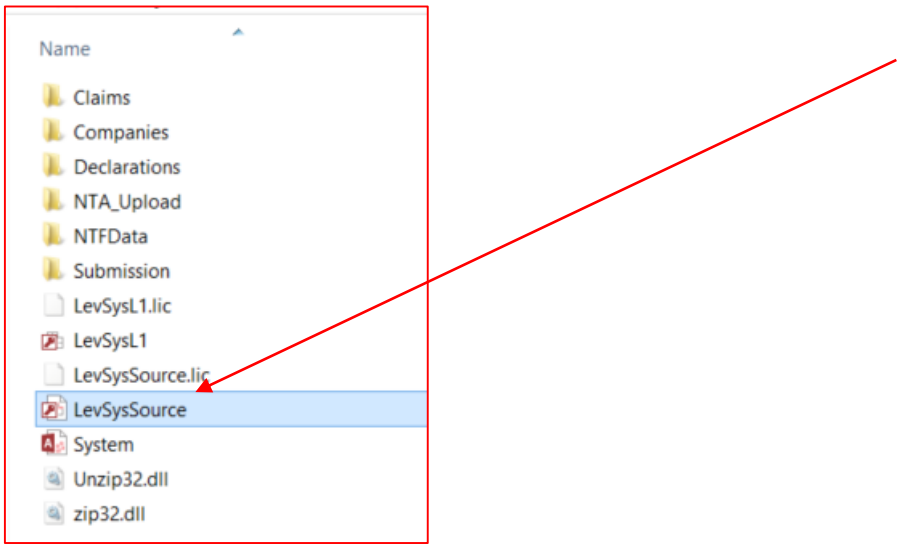
6. Create a now folder and call it “Companies”



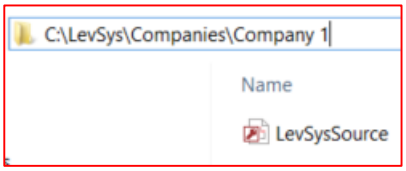
7. Open this newly created folder and create multiple folders, one for each company you are going to work with.



8. Now copy the following empty data source file. (Remember that you have not yet done any work, thus this data file is empty) The objective is that you will need to paste this file in each of the new company folders created.



9. Paste the copied file in each of the created folders.

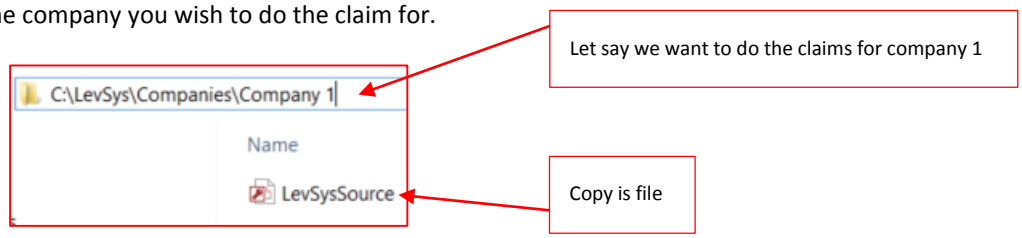


10. OK only now are we ready to work with the companies.

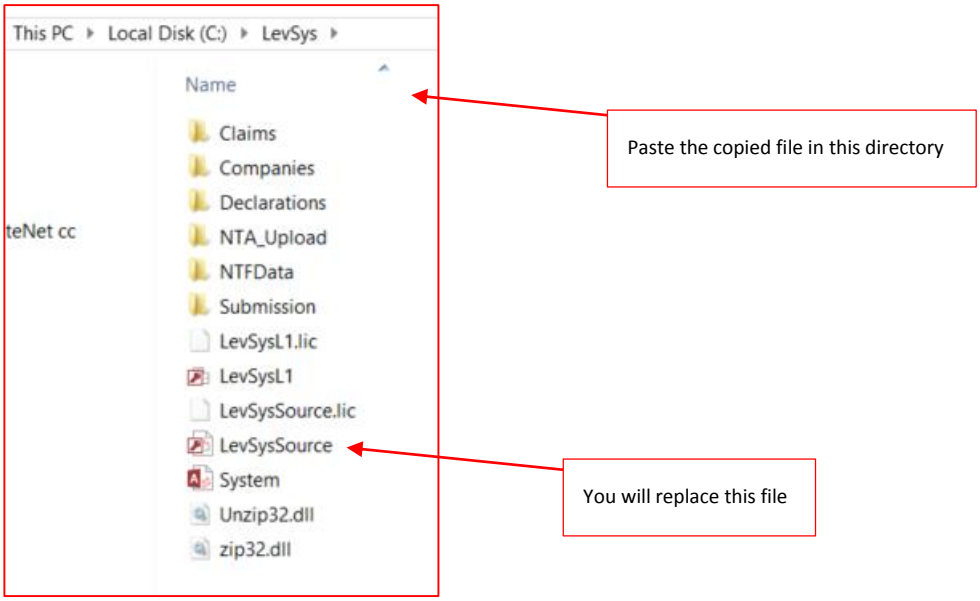
You are now set up and ready to proceed with the applications per company.

Once LevSys is prepared for the various companies one merely does the following:

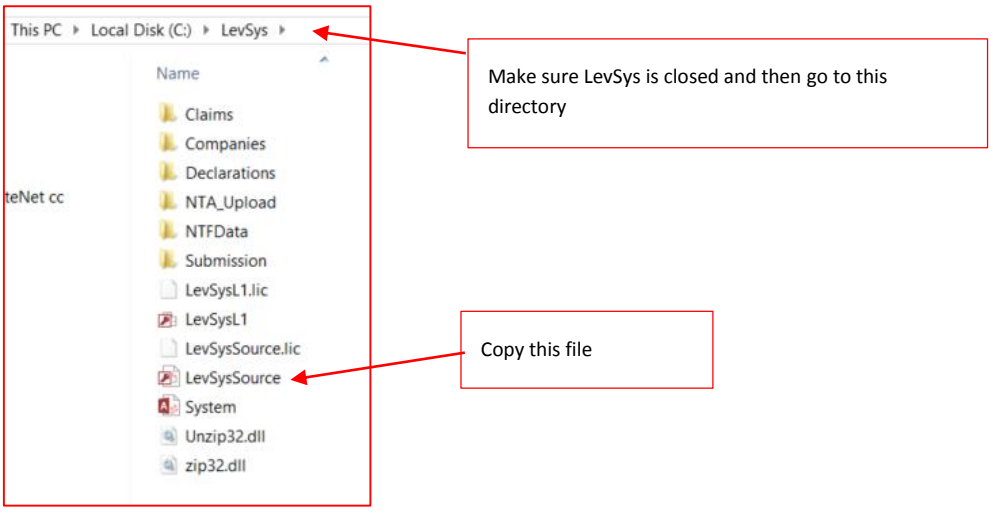
1. Make sure LevSys is closed.
2. Go to the company you wish to do the claim for.

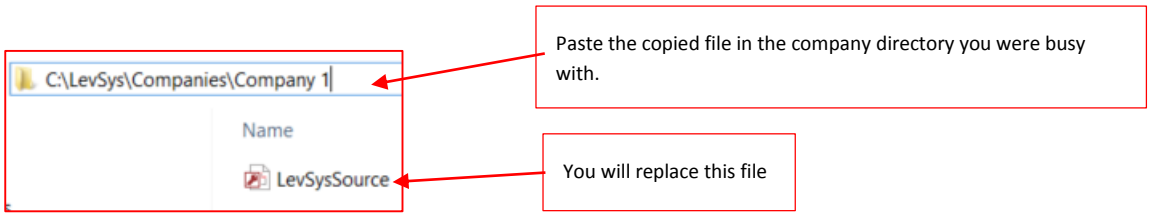


3. Copy the "LevSysSource" file and paste it directly in the main installation directory of LevSys. Remember that your computer will ask you if you want to overwrite the current file. Proceed if asked.



4. Proceed with the normal application process as per pages 8 to 13 of this document.
5. When done with your company you need to do the above procedures 1 to 3 in reverse. This is needed to always have the latest information available for the next time you need to work on this companies data again.




C:\LevSys\Companies\Company 1
Name
LevSysSource
Paste the copied file in the company directory you were busy with.
You will replace this file

6. Your work done for company 1 is now updated and ready for the next time you need to again work on company 1.
7. Proceed with step 1 to step 6 for the next company.

Congratulations! You now managing multiple organisations using the self-same LevSys system.